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Civil Engineering

UNACCOMPANIED HOUSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes Francis E. Warren Air Force Base dormitory (dorm) standards. It applies to and speaks directly to all dorm residents and active duty DoD members while residing in the dorms. A copy of this instruction must be kept in the dorm room. Dorm residents' knowledge and compliance with these standards will make their stay at Francis E. Warren Air Force Base pleasant and comfortable. Where there are many people living in one place, it's imperative to ensure a safe, healthy, and clean living environment. Without the dorm resident being well rested and in good health, the mission of Francis E. Warren Air Force Base cannot be accomplished. In the event questions or situations arise that are not addressed by this instruction, the dorm resident should bring them to the attention of the appropriate dorm manager or first sergeant. We are committed to uphold these standards equally among all residents. Reference punitive information, paragraph 4.3., about firearms and fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dorm. Violations are punishable under Article 92, *Uniform Code of Military Justice* (UCMJ). Also reference **Attachment 2**, *Condition of Occupancy For Military Unaccompanied Housing*, paragraph 16. Personnel discovered damaging or stealing Air Force assets would be prosecuted to the fullest extent of the law under the UCMJ. All legal means will be used to collect damages and secure areas from destruction.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing privacy act information, and for 'For Official Use Only' information, comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chapter 4.

In accordance with AFI 33-360, Volume 1, 90 SW Sup 1, the 90th Space Wing Commander delegates approving authority for this publication to the 90th Support Group Commander.

SUMMARY OF REVISIONS

This instruction has been significantly revised and must be completely reviewed.

1. Air Force Responsibilities. The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned, unaccompanied housing (UH).

1.1. Initial Inspections. A dorm manager will escort you to your room and conduct an initial inspection. During that time, all identified discrepancies with the room and appliances will be documented on an AF Form 228, **Furnishings Custody Receipt and Condition Report**. You then have 3 duty days to provide additional discrepancies to the dorm manager. Any items noted thereafter will be the occupant's responsibility to fix or replace prior to clearing the dorm room.

1.2. Maintenance and Repair. The Base Civil Engineer (BCE) has primary responsibility for ensuring maintenance for your room and dorm. If maintenance needs to be performed Monday through Friday, 0730-1630, please contact your dorm manager. In case of an emergency during nights, weekends, and holidays, contact the CE Service Call Desk at 773-1856. For non-emergencies, wait until the next duty day and contact the dorm manager.

1.2.1. Work Order Response Time.

1.2.1.1. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are a structural, utility, or mechanical problem that could cause loss of life or property, serious damage affecting health, safety, security, or mission.

1.2.1.2. Urgent work orders are completed within 5 workdays. Completion date may be longer pending requisition of materials. Maintenance will normally be performed from 0730-1630. Example of an urgent work order is a "backed-up" commode, when there is no another commode available.

1.2.1.3. Routine work orders are completed within 9 days. Completion dates may be longer pending requisition of materials. Maintenance will normally be performed from 0730-1630. Some examples are minor faucet leaks, repairs to wall locker doors, shelving, interior walls, or any cosmetic improvements.

1.3. Refuse Collection and Disposal. Place your room trash and garbage in the dumpsters provided. Exterior garbage cans are provided for minor trash or litter, not room trash. Your personal day-room garbage is to be taken to the dumpster or thrown out with your room trash. Do not place trash in stairwells. Recycling containers are provided and are available for your use. Civil Engineer Entomology Section will dispose of dead animals found on base (call 773-2657).

1.4. Insect Control. If needed, we will treat your room before you move in; however, we expect you to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from your quarter's daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If infestation occurs that is beyond your control, call your dorm manager.

1.5. Change Combinations. Your dorm manager keeps a master combination log of all rooms. If you desire a combination change, you must contact your dorm manager, in person, during normal duty hours, 0730-1630 (see [Attachment 1](#), Base Facilities/Bldg/Phone Numbers). It is your responsibility to keep your combination secure. Excessive requests to change combinations, which may cause damage to the lock, may result in a labor charge. **Do not give your combination to your friends.**

1.6. Ground Care. The base will normally maintain common areas. You're responsible for keeping the grounds around your facility clean. Your dorm manager may have additional ground care requirements.

1.7. Appliances. Ranges, refrigerators, and dishwashers, if installed, are government furnished and maintained. They are assigned by serial number and verified at check-in and during termination inspections. The dorm manager will demonstrate proper removal and replacement procedures. Notify your dorm manager of any problems immediately.

1.8. Utility connections must be available for a microwave oven.

1.9. Dorm Managers. Dorm managers are responsible for the management and maintenance of the unaccompanied dorms. These duties include, but are not limited to:

1.9.1. Assigning and terminating rooms.

1.9.2. Inspecting for maintenance, health hazards, and safety violations.

1.9.3. Dorm managers will ensure each dorm resident signs a certification as outlined in [Attachment 2](#), certifying receipt of a copy of 90 SWI 32-9, understanding rules and provisions therein.

1.9.4. Accounting for furniture, appliances, recreation equipment, and supplies.

1.9.5. Acts as facility manager and ensures proper reporting.

1.9.6. Budgets, orders, and purchases supply, linens, furnishings, and so forth; and participate on the Quarters Improvement Committee (QIC).

1.9.7. Schedules and supervises bay orderlies.

1.9.8. Initiates and tracks maintenance work orders as well as various self-help projects.

2. Occupant Responsibility, Dorm Standards, and Policies. The dorm is your home and we want you to feel at home in it; however, there are some prohibitions:

2.1. Prohibitions in dorm rooms include, but are not limited to, the following: **No** pets (except fish), automotive parts, auto batteries, barbecue grills, burning candles, incense, cohabitation, flammable liquids (except cosmetic), flammable pressurized gases (except cosmetic), electrical timers, flammable room decorations hanging from the ceiling, flammable paints, gambling, hot plates, open flames, smoking in bed, unsealed foods, sterno fuel, residents on dorm roofs, weapons (see paragraph [4.3](#) for listing), live Christmas trees, multiple outlet extension cords, and under age drinking (must be 21). The BCE must approve space heaters. Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. If you are unsure if an item or action is acceptable, ask the dorm manager.

2.1.1. Pictures:

2.1.1.1. Pictures of scantily clothed persons, either male or female, that may be offensive to others are prohibited. Illegal pornographic material (e.g., child pornography) is prohibited; pornographic material displaying male or female genitalia or female breasts will not be visible in the resident's room. No pictures that depict or show the act of sexual intercourse or profanity in either word or symbol will be considered acceptable room decorations.

2.1.1.2. No items or pictures that degrade national or military leaders will be acceptable as decorations.

2.1.2. Messages, Decals, Stickers, or Posters and Other Items. Do not tape or affix separation or PCS orders to the door surface. Profanity or other lewd messages are not authorized on message boards. Decals, stickers, or posters are not allowed on the outside of the door, in the window, or on any furnishings.

2.2. Cleanliness. Dorms will be maintained within Air Force standards as outlined in AFI 32-6005, *Unaccompanied Housing Management*, as supplemented, and this instruction.

2.3. Inspections. Inspections generally are scheduled and announced, but may be no-notice and accomplished by commanders or other designated authorized personnel. The focus for quarters' inspection is safety and health. Following is a guide to proper care and maintenance of your room. You are not limited to the references in this guide.

2.3.1. Closets. Any closet that is unlocked is subject to inspection.

2.3.2. Floors. Clean and vacuum as needed. Ensure there is no dirt build-up in the corners, behind the doors, under beds, or other furniture.

2.3.3. Carpets. Carpets should be vacuumed and shampooed when needed. See your dorm manager for use of a carpet shampoo machine. Any damage caused by misuse, abuse, burns, and so forth, may be chargeable to the occupant.

2.3.4. Walls. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls or furnishings as these cause damage upon removal. Use nail or "J" type hangers only and remove them prior to termination. Make sure doorstops are serviceable to prevent damage to walls. If there are holes or depressions in the walls, they must be repaired. If the holes are small (less than 3 inches), you may repair them yourself. Any holes larger than 3 inches must be reported to the dorm manager as soon as possible. It is the responsibility of the occupants to report any problems as soon as possible. Walls must be repaired and repainted as necessary, a minimum of 1 month prior to out-processing. You may obtain paint and materials from your dorm manager for normal wear and tear repair, or receive instructions on where to purchase if it is the occupant's responsibility. Rooms painted in personalized colors or unusual patterns must be repainted 1 month prior to departure and **cost of the paint is the occupant's responsibility**.

2.3.5. Sink. Clean hair from drain trap as needed. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report any leaks to your dorm manager immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure that mirrors are cleaned on an as-needed basis.

2.3.6. Refrigerators. Clean any spills on the inside. Clean interior of refrigerators regularly with water and baking soda. Defrost the freezer as needed. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash the metal strips on the inside of the door. Be sure that there is no food residue splattered on the inside. The seal around the edge of the door must be clean and without food particles or dust/dirt. Dust off the wire framework in the rear of the refrigerator to improve cooling and extend the life of the unit. Be sure you clean around and under the refrigerator. While defrosting the freezer, **do not use a sharp instrument to chip away ice and frost**. This practice may puncture the coils, and make occupant liable for replacement.

2.3.7. Microwave. Government microwaves, as well as microwaves purchased for private use, must be clean, both inside and outside at all times. **Never leave microwaves unattended while in use.**

2.3.8. Toilet/Bathing Area. This entire area must be especially cared for due to potential bacteria growth. Clean the complete toilet ensemble, inside and out, with a disinfectant-type cleaner as needed, but at least weekly. Clean the shower tile, bathtub, and shower curtain or door with a disinfectant-type cleaner as needed. There should be no soap scum or other residue left on walls. The shower curtain must be clean without mold or mildew stains. If the stains will not come off, have the dorm manager get you a new one. Pay particular attention to the curtain wall, as it will mold quickly if allowed to remain damp for extended periods of time. Be sure the ceiling light is clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Be sure the entire ceiling is clean and has no build-up of mold or mildew that is subject to grow under conditions of extreme dampness. Clean the floor behind the toilet and in the corners.

2.3.9. Living Area. The living area is the easiest to clean. Issued sheets and pillowcases may be taken to the dorm manager weekly or cleaned by the occupant. We also recommend taking issued blankets and mattress covers to linen exchange as needed. If you elect to purchase and use your own bedding, return the government linen to the dorm manager or you will be liable for replacement cost.

2.3.10. Under Bed Storage. This area may be used for storage of small items. However, the items stored must be neatly arranged and the area is subject to inspection.

2.3.11. Furniture. Furniture must be clean and neatly arranged in your room. Items on top of tables, dressers, and desks must be neat and dusted as needed. Lamps must be dusted as needed.

2.3.12. Windows. Clean inside windows, channels, and windowsills as needed. **Do not** remove screens. Report damaged or missing screens to the dorm manager. Lock the windows when you leave the room for security reasons. Ensure windows are closed during winter months to prevent freezing of water pipes.

2.3.13. Doors. Clean the door, frame, and sills above the door weekly. Doors must have a current and correct nametag. See your dorm manager to have a new one made when you change rank.

2.3.14. Room Decorations. Personal decorations must be neat and in good taste. Decorations should not cover more than 25 percent of walls and no decoration will be hung from the ceiling. Picture frames are not required. However, if pictures and posters are taped on the walls, any damage done by the tape, must be repaired by the occupant 1 month prior to being released from responsibility for that room.

2.3.15. Holes. Any holes put in the walls to support shelves, pictures, or other wall decorations will be filled and painted prior to occupant being released from responsibility for that room.

2.3.16. Furnishings. Occupants sign for the furniture/equipment in their room on the AF Form 228 maintained in your dorm manager's office. You are responsible for the furnishings you sign for and will be held liable for loss or damages. Beds may be bunked or not, however, the dorm manager furnishes the hardware. You must bunk beds in the standard configuration. Beds must be assembled with a frame, headboard, and footboard, if applicable. Furthermore, do not remove furniture from your room without the dorm manager's permission.

2.4. Annual Dorm Inspection and Awards Program:

2.4.1. During the month of October, group commanders will rate their respective dorms to select candidates for competition in the 90th Space Wing's dorm awards program. Commanders will select the best dorm and the three best individual rooms within their area of responsibility. Selections should be based on cleanliness, atmosphere, comfort, and resident involvement.

2.4.2. Each group commander will forward, by memorandum or e-mail, their selection for Best Dorm and their three Best Dorm Rooms to the 90 SW/CMS. After receipt of dorm and room numbers for competition, the 90 SW/CMS will appoint a team of senior NCOs to visit the nominated rooms and dorms to select a winner in each category. The purpose of this program is to instill personal pride in dorm residents while providing funds to support additional self-help upgrades.

2.4.3. The winning dorm will be awarded \$1,000 from the wing commander to be used for improvements to the dorm. A sign will be placed at the dorm identifying the winning dorm as well.

2.4.4. The individual or individuals winning the Best Dorm Room award will receive an orientation flight from 37th Helicopter Flight and a \$100 savings bond. If two individuals share the Best Dorm Room, each person is eligible for the award. Squadron commanders are encouraged to award each nominee a 1-day pass.

2.5. Personal Furniture. Personal furnishings must be in good, safe condition and must present a neat and acceptable appearance. Personal beds must not interfere with egress from rooms. Waterbeds are approved on a case-by-case basis, and renter's insurance is mandatory prior to the bed being filled with water. If you buy your own bed, the government-issue bed must be returned, and set up, prior to your room termination. You must change your AF Form 228 with your dorm manager or be held liable for any missing furniture.

2.6. Day Room Furniture. Dorm residents are not allowed to remove any furniture from the day rooms. If day room furnishings are damaged, the responsible person or persons will pay for the damage. These rooms are for you; please help keep them clean and in good repair. If you see any misuse of government furniture, please notify the dorm manager or security forces immediately.

2.7. Visitors. Guests are permitted in your room if all occupants of the room agree. Your guests must be escorted at all times while in the dorm and you are responsible for their language, dress, courtesy, and conduct. Cohabitation is not authorized. No guest will be left unattended in a dorm. No guests, other than the military member's family, under the age of 18 will be permitted in the dorm, unless accompanied by their parent or parents.

2.8. Hospitality Room. The hospitality room has been established, as needed, to house personnel for only a short duration. Hospitality rooms will be available in Dorm 230.

2.8.1. Departing Personnel. Departing personnel will be given a hospitality room when available or they may remain in their assigned rooms until the day prior to PCS. Upon check out, the room will be cleaned according to standards. All linen will be exchanged and the bed made. A final room inspection will be accomplished prior to check out.

2.9. Room Assignment and Termination. Rooms are assigned in accordance with space authorizations outlined in AFI 32-6005 and this instruction. You may not move from your assigned quarters without your dorm manager's approval. **Rooms will be terminated by contacting your dorm manager for a**

pre-inspection no later than 30 days prior to your departure. You will be advised of any clearance requirements and you must have the room prepared for new occupants prior to final inspection. This includes removing all personal items.

NOTE: Room walls will be repaired and painted prior to occupants vacating the premises. Members abandoning rooms or failing to out-process completely before their departure of the base will assume full financial responsibility of any obligations needed to renovate the room for a new occupant.

2.9.1. Double Occupancy. If you are currently housed in a double occupancy room, please keep one closet empty. The extra bed must remain free and clear of all personal equipment so new arrivals may move in immediately.

2.10. Security. All your high-cost items should be securely stored when you are absent from the room. Valuable items such as televisions and stereos should have their serial number recorded and kept in a safe location in case of theft. The Air Force will not pay claims on stolen items that are not secured. Your locker, window, and room must be locked when unoccupied.

2.11. Room Exterior. Room numbers, nameplates, and approved message plates will be the only things mounted on your door. Your nameplate will be updated to reflect the most current status. See your dorm manager for a new one when needed. You are responsible for vacuuming the hallway in front of your room.

2.12. Exterior Care. Help keep your dorm clean and neat; if you see trash, please pick it up.

2.13. Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. The individual using the facility will clean after each use. Clean ovens and broiler units regularly, as well as the top burners, to prevent a fire hazard. Use oven cleaner **only** on the inside of the oven; do not use cleaner on ovens that are self-cleaning. You are liable for any damage caused to the range. **Do not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppages.** Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease build-up.

2.14. Supplies. The dorm manager purchases cleaning supplies. See the dorm manager for use of purchased items. The dorm manager will provide special lights (fluorescent, mercury vapor, and so forth).

2.15. Leave or Extended TDY. If you will be leaving your quarters unoccupied for extended periods of time (over 5 days), you **must** make arrangements for security, prudent care, and periodic inspections of your quarters. Inform your dorm manager of your intended absence and provide the name of a person designated by you to have access to perform normal occupant maintenance. If you request, your dorm manager may check on your quarters.

2.16. Liability for Damage to Dorm Facility. A dorm occupant may be held fully liable for damage to their dorm facility: if loss or damage was caused by gross negligence, or willful misconduct of a dependent, or guest when the member was on notice of the particular risk involved, and failed to take preventive action.

2.17. Insurance. The Housing Management Office or Base Legal Office may answer specific questions on insurance. Renters insurance is strongly encouraged.

2.18. Energy Conservation. We need your assistance in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Keep exterior doors closed during heating and cooling periods to conserve energy.

2.18.1. Water. You may use normal and reasonable amounts of water; however, don't be wasteful. Excessive use results in increased costs and depletion of the source of supply. **Do not wash your car at the dorm.** Use the base car wash located on Old Glory Road as an alternative. **Do your part to conserve energy.**

2.18.2. Electricity. An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0900-1130 and 1400-1900. Do not leave televisions or radios on unattended. When you leave your room, unplug irons and turn off all appliances as well as room lights.

2.18.3. Laundry Facilities. **Only dorm residents are authorized to use the laundry facilities.** Washing with full loads is recommended to conserve energy. Do not overload washers or dryers. Overloading causes damage to the machine and possible flooding to the dorm. Never place plastic articles, pens, or other markers in washers or dryers. You must clean the lint filter before you start the dryer. If you have a problem with your facilities, contact your dorm manager.

2.19. Environmental Issues. Trash, engine oils, engine coolants, car grease, and other similar products will **not** be poured into plumbing, drainage system, on the ground, or in dumpsters. Automotive tires and batteries are to be properly disposed of through recycling programs.

2.20. Smoking and Drinking Alcohol.

2.20.1. Smoking. Smoking in bed is **absolutely prohibited**. Any smoking material will be thoroughly soaked with water before being discarded. **All forms of tobacco products are not allowed in common areas. This includes, but is not limited to cigars, cigarettes, snuff, chewing tobacco, and so forth.** Nonsmoker areas include day rooms, hallways, stairwells, and bathrooms. If you are assigned a room or share a bathroom with a nonsmoker, the nonsmoker's rights take precedence.

2.20.2. Drinking Alcohol. The legal age for drinking is 21 years. If you are assigned a roommate who is over 21, this person may have alcohol in the room; however, if you are under 21, you may not drink. There are **no** exceptions to this rule—**it's the law!** Violations of this or any law must be reported to the proper authorities (LE Desk, 773-3501).

2.21. Bicycles. Bicycles are to be locked up at the bike racks provided at each dorm. Bicycles will not be stored under staircases, on balconies, or chained to railings. Abandoned bicycles will be tagged and disposed of.

2.22. Vehicles. Authorized minor work on vehicles consists of cleaning the interior or waxing, and air filter changes. Cleaning the interior or waxing of vehicles will not be done on sidewalks, grass or seeded areas. Do not park on seeded areas. **NOTE:** Non-operational vehicles and unregistered vehicles are not authorized in the dorm area.

2.22.1. Oil and other fluid changes in the parking lot are **prohibited**. Security forces may ticket you. Dumping of oils or any vehicle fluids in any unauthorized manner is subject to a fine of up to \$10,000.

2.23. Marriage. A dorm resident is authorized to move off base, regardless of rank, as long as the member is within 30 days of getting married.

2.24. Pregnancy. Female members are authorized to move off base as early as the 20th week of pregnancy. It is mandatory to move off base once the member has reached the 30th week. Also, the member should have her name added to the base housing waiting list as soon as she is confirmed pregnant. All that is required is a copy of the orders assigning her to Francis E. Warren Air Force Base and a memorandum of confirmed pregnancy, which can be obtained from her OB/GYN doctor.

3. Fire Protection.

3.1. Fire Evacuation Plan. A dorm fire evacuation plan is provided showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. The plan can be found on your dorm bulletin board. Any questions on fire prevention should be directed to the base fire department, 773-5528.

3.2. Fire Extinguishers. Fire extinguishers are located throughout your dorm. The fire extinguishers are for fire fighting and not for horseplay. Notify your dorm manager if you notice an extinguisher is over or undercharged or has been discharged or damaged.

3.3. Smoke Detectors/Fire Alarms. All occupants must evacuate the dorm if the alarm sounds. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the Uniform Code of Military Justice. Occupants perform monthly inspections of smoke detectors. Do not remove it for any reason. Articles will not be mounted on, or attached to, any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heat or smoke detectors, sprinkler heads, and heating appliances.

3.4. Fire Reporting. If a fire occurs in your dorm, immediately dial 911. Give the fire alarm operator your name, base dorm numbers and street, if known. Do not hang up until you are told to do so. All fires must be reported. Fire reporting telephone stickers must be affixed to room phones (see your dorm manager to obtain them).

3.5. Flammable Storage. Storage of flammable is prohibited. Prohibited flammable includes gasoline, kerosene, candles (with visibly burnt wicks), incense, or any open flame. The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover).

3.6. Barbecue Grills. Barbecue grills are provided at the dorms. Portable grills are prohibited for use around the dorms and on balconies; however, they may be stored in the storerooms for personal outings. Damage from barbecue grills or grease drippings, is considered the occupants' responsibility to repair or clean up.

3.7. Space Heaters. The Base Civil Engineer authorizes space heaters on a case-by-case basis.

3.8. Cooking Appliances. Cooking in the dorm room is prohibited except in microwaves. The only appliances allowed in dorm rooms are coffee pots (without timers), hot air popcorn poppers, and microwave ovens using less than 1600 watts each. If you are in a dorm with a kitchen, never leave cooking unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call 911. Never use water! Do not attempt to move the pan. The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. Hot plates, toaster ovens, and convection ovens are not permitted. One-plus-one rooms with kitchenettes may have additional small appli-

ances provided they are approved through the CDM office and are kept clean and unplugged when not in use.

3.9. Extension Cords. No extension cords are authorized. The exceptions to these are power surge cords (surge protectors).

3.10. Heat Producing Devices. Coffee pots (without timers), hot air popcorn poppers, irons, hair dryers and curling irons must be unplugged when not in use.

3.11. Trash. Prevent trash from accumulating in your room. Smoking material will not be discarded in waste containers, only in approved containers. Ashtrays will be emptied prior to vacating your room or premises. Dorm residents will not empty their room trashcans in any receptacle located in or around the dorm. Room trash will be dumped in the dumpsters located outside the dorm daily.

3.12. Storage. Large boxes and luggage will be stored in storage rooms, not in personal rooms. All items placed in storage are at residents' risk. Access to storage will be during normal duty hours. No tires will be placed in storage.

4. Force Protection (Security Forces). The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dorm area is accomplished on a routine basis by the security forces, and when notified, will investigate all incidents. All inquiries concerning law enforcement should be directed to the Security Forces Law Enforcement Desk, 773-3501.

4.1. Parking. Parking is prohibited on grass, seeded, or dirt areas. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas and not under dorm staircases or on sidewalks.

4.2. Visitor Reception. If you plan to have visitors, call 773-3694 or stop by the Visitor Control Center at the main gate prior to the arrival of your guest or guests, with the following information: Name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on Francis E. Warren Air Force Base and its housing areas.

4.3. Paragraph 4.3., Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dorm. **Violations are punishable under Article 92, Uniform Code of Military Justice (UCMJ).**

4.4. Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dorm and punishable under Article 92, *Uniform Code of Military Justice* (UCMJ). Local laws and military regulations govern registration, possession and storage of privately owned weapons. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches (with the exception of kitchen knives and display case items). All types of guns designed to propel a missile (BB, pellet, paint ball, bullet, and so forth) whether by air, gas or other means, are **prohibited**. Items such as stun guns are prohibited. All types of water guns are prohibited for use in the dorm. All firearms must be registered and stored at the security forces armory. For information on storage of firearms, contact Security Forces.

4.5. Crime Stop. Be on the watch for vandalism and theft and promptly report it to the LE Desk, 773-3501.

5. Good Neighbors.

- 5.1. Occupant Courtesy. It is not easy for 40 or more people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dorm residents.
- 5.2. Noise Control. With shift workers living in all dorms, quiet hours are 24 hours a day. If stereo or other noise can be heard outside the room or through the walls, it is definitely too loud. Many dorm residents work shifts and sleep during the day. Please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do. Please keep the volume down; excessive stereo and television volume is very disruptive.
- 5.3. Parties and Social Gatherings. Parties and other social gatherings are permitted in designated day rooms upon prior approval with the dorm manager and first sergeant. However, you must still take into consideration that other dorm residents may be asleep, so the noise level must be kept down. Please clean up after yourself. Do not rearrange day room furniture unless you intend to put it back. Do not remove furniture from the day rooms. Dispose of your trash properly. Remember, the club and community activity centers are available for parties. Make reservations through the applicable agency in charge.
- 5.4. Pets. The only pets allowed in the dorms are fish. Occupants should further understand that any damage caused by an aquarium is their responsibility.
- 5.5. Wild Game. The cleaning of wild game is prohibited in the dorm area.
- 5.6. Parking. There is very little parking space allocated in some of the dorm areas. Visitors and additional vehicles should be parked outside the dorm areas if possible. Be reasonable and considerate; talk to your neighbor when problems or misunderstandings occur. Do not park on the grass, sidewalks, or fire lanes.
- 5.7. Recreation Vehicles. Storage of recreational vehicles (e.g., RVs, ATVs, boats, etc.) in dorm areas is not authorized.
- 5.8. Motor Vehicles. No motor vehicle being operated on Francis E. Warren Air Force Base or in the dorm area shall have music emitting from the vehicle, which would disturb or be a nuisance to other residents.
- 5.9. Repair Work. Major repair work on your vehicle is not authorized in the dorm area. The hobby shop should be used for this repair work. This not only maintains the desired appearance in the dorm areas but also is considerate of your neighbors.

6. Francis E. Warren Air Force Base Specific Topics:

- 6.1. Business Enterprises. Some businesses for profit may be conducted from your dorm room. Any such enterprise must be approved in writing by 90 SPTG through 90 CES/CEH. **Signs for advertising businesses are prohibited in the dorm areas.** Contact the base housing flight for additional information and guidance.
- 6.2. Solicitation in Dorm Housing. All forms of solicitation are prohibited in the dorms. Report solicitors to the Law Enforcement Desk, 773-3501, immediately.
- 6.3. Telephones. The 90th Communications Squadron maintains dorm common area phones. Dorm room phones can be obtained at your own cost. It is recommended that agreements between roommates to share costs be put into writing to avoid conflicts at a later date. Remember that the individual with their name on the bill is ultimately responsible for any debts incurred.

6.4. Cable Television. Cable television can be obtained by calling the local cable company.

7. Self-Help Work.

7.1. Requesting Self-Help Work. Self-help work in military dorms must be relatively simple and is designed primarily for occupant benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. All self-help work requires completion of an AF Form 332, **Base Civil Engineer Work Request**, and coordination as directed by the dorm manager. No work will be accomplished until this procedure has been followed and approval received.

7.2. Painting Interior Walls. Painting requires approval before commencement. Your dorm manager will inspect before and after painting. **Government furnished paint is available**, any other color is at occupant's expense. The room must be returned to proper colors and condition prior to terminating the room, or the room must be accepted as is by the new occupant.

7.3. Inspection of Self-Help Work. Periodic inspection must be accomplished while work is in progress. **No electrical wiring will be done except by a certified electrician.** Self-help improvements may be donated by the occupant and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, your area must be restored to its original configuration.

8. Termination Of Unaccompanied Housing.

8.1. Giving Notice. Orders are not required to set up termination inspections. We require 30 days notice of your vacating date (short notice PCS excepted). At the time you notify the dorm manager of your departure, he or she will provide you with a list of requirements for termination, as well as schedule your final inspection.

8.1.1. Community Support Center. Your Community Support Center can be of great assistance in your future moves. Ask them about availability of housing at your next location. Call 773-2411 for more information.

8.1.2. Final Inspection. If you need a substitute to stand final inspection, notify the Unaccompanied Housing Superintendent in advance and necessary forms and guidance will be given. **NOTE: The responsibility for final clearance of unaccompanied housing rests solely with the occupant.**

STEPHEN B. CZERWINSKI, Lt Col, USAF
Deputy Commander, 90th Support Group

Attachment 1

BASE FACILITIES/BLDG/PHONE NUMBERS

Emergency Telephone Numbers:		
Ambulance	911	
Area Defense Counsel		3248
CE Work Order Desk	1856	3175
Chaplain		3434
Family Advocacy		4228
Family Support		2241
Fire Department	117	2931
Law Enforcement Desk	911	3501
Mental Health		2998
Operator Assistance		113
Red Cross	3921	1855
Tri-Care Medical Appointments		772-4020
Tri-Care Off-Base Approval		773-3461
United Medical Center		634-2273
Urgent Care		3461
Exchange Services:		
Anthony's Pizza		778-8272
Aquatics Center		3195
Auto Skills Center		3869
Barber Shop Main Exchange		638-3046
Barber Shop Trail's End		637-7146
Base Exchange Main Store		634-1593
Beauty Shop		634-7149
Bowling Alley		2210
Burger King		638-1360
Clothing Sales		3135
Dry Cleaning		637-5965
First Term Airman's Center (FTAC)		6048
Fitness Center		2304
Golf Course		3556
Hobby Shop		3754
Optical Shop		632-1369
Roller Rink		2279
Shoppette Gas Station		634-7432
Theater		2226
Thrift Shop		632-3398
Trail's End		773-3048

BASE FACILITIES/BLDG/PHONE NUMBERS

Other Important Numbers:		
Base Taxi		773-1843
Crow Creek Inn		1844
Directory Assistance		113
Finance (Military Pay)		1851
Finance (Travel Pay)		1858
Legal		2256
MPF Customer Service		2366
Post Office		3409
Social Actions		2741
Traffic Management Office Inbound		1848
Traffic Management Office Outbound		3824
Warren Federal Credit Union		634-9685
Special Services:		
Laramie County Library		634-3561
Road Report		635-9966
TCI Cable		632-8114
U.S. West		1-800-244-1111
Weather Report		2488
Cdm Superintendent		773-2163
Dorm Managers:		
Zone A	Dorm	Phone/Beeper #
	220	773-3190
	222	773-3190
	223	773-3190
	224	773-3190
Zone B		
	226	773-2207
	228	773-2207
	230	773-2207
Zone C		
	236	773-2078
	244	773-2078
	248	773-2078
Zone D		
	835	773-3014
	836	773-3014
	838	773-3014
	839	773-3014

Attachment 2**CONDITION OF OCCUPANCY FOR MILITARY UNACCOMPANIED HOUSING**

_____ is assigned to _____ to be
(Name: Last, First, MI.) (Room & Bldg)

occupied as unaccompanied military housing on _____.
(DD/MM/YYYY)

1. Occupant Use. Occupants use the premises solely as an unaccompanied military residence. All guidelines published in 90 SWI 32-9 and other military instructions must be followed. Use of the unit for any other purpose is prohibited.

2. Pets. The only pets allowed on the premises are fish.

3. Condition of Property. The dorm manager and the occupant have made an inspection of the property and both parties agree the property is in a fit and habitable condition, except for those damages or malfunctions that have been itemized, in writing, on AF Form 228, Quarters Condition Inspection Report. Housing Management and occupant will retain copies of this report. Any additional items noted by the occupant should be submitted in writing and received by the dorm manager within 15 calendar days of occupancy. If additional items are not received by the dorm manager within the 15-day period, Unaccompanied Housing Management will consider the property to be in acceptable condition and suitable for occupancy.

4. Plumbing and Appliances. The occupant should keep the premises, including all plumbing fixtures and appliances, as clean and safe as conditions permit. At the termination of occupancy, all appliances and equipment should be in good working order and the premises should be in a clean condition—except for normal wear and tear.

5. Use and Repair of Facilities. The occupant is expected to make sure no damage is done to electrical, plumbing, sanitary, heating and ventilation, and dorm furnishings and appliances in or on the premises. Any damage caused by either the military member or guests beyond normal wear and tear will be repaired at the member's expense. The occupant will, at his or her own expense:

5.1. Replace or repair all broken or damaged screens, flooring, wood, plaster, and drywall occurred during their occupancy--normal wear and tear accepted.

CONDITION OF OCCUPANCY FOR MILITARY UNACCOMPANIED HOUSING
(Continued)

5.2. Keep in a state of good repair and cleanliness all parts of the property including equipment and appliances, and keep all property free from objectionable features, nuisances, and hazards. Occupants may be held financially liable for repairs or replacements of property, equipment, or appliances required due to the occupant or their guests' negligence, willful misconduct, or deliberate unauthorized use. The approval of the dorm manager must be obtained before the occupant places any exceptionally heavy articles, such as waterbeds, in the unit, which may damage the unit's structural integrity.

6. Notice of Defects or Malfunction. The occupant must promptly notify the dorm manager during normal duty hours, or the CE service call during non-duty hours (for emergencies) at 773-1856, whenever the structure or the equipment of any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.

7. Resident Conduct. Residents and their guests will conduct themselves in a manner that will not disturb their neighbors.

8. Health and Safety. The occupant will comply with all health and safety regulations/instructions imposed by the commander.

9. System Overloads. The occupant will not install or use any equipment that will overload any water, heating, electrical, sewage, or drainage systems of the assigned premises.

10. Smoke Detectors. It is a violation of federal law to remove any fire detector or smoke detector in the dorms. Report any malfunctions to your dorm manager.

11. Insurance. Insurance is available in the state of Wyoming for military dorm residents.

12. Redecorating and Alterations. You must obtain written permission before redecorating. Do not make alterations, additions, or improvements without approval via AF Form 332. Such alterations could, at the option of the dorm manager, remain with the property or be removed by the occupant. When removing alterations, the premises will be returned to their original condition at the expense of the occupant.

13. Periods of Absence. The occupant must notify the dorm manager whenever extended absences from quarters are anticipated; this includes TDYs.

14. Access to Property. When warranted by circumstances or reasonable cause, the installation commander or designated representative may enter the premises to conduct a visual inspection. The dorm managers may enter the premises to perform a maintenance/damage inspection, filter change, or CE escort.

**CONDITION OF OCCUPANCY FOR MILITARY UNACCOMPANIED HOUSING
(Continued)**

15. Neglect and Costs. If at any time, the Air Force is required to make repairs to the property or equipment for damages caused by your abuse or negligence, or that of your guests, the repairs will be made at your expense. As appropriate, housing or dorm occupants will be afforded the option to complete the necessary repairs either by outside contractors or on their own. Collection action will be initiated by the Housing Office and directly to the Military Pay Section.

16. Vandalism. Vandalism costs the Air Force thousands of dollars annually. You must make every effort to prevent vandalism, theft, and damage to your Air Force equipment, furnishings, and residence. The dorm manager must immediately notify Security Forces (Force Protection) when damage, theft, or vandalism occurs. **Personnel discovered damaging or stealing Air Force assets would be prosecuted to the fullest extent of the law under the UCMJ. All legal means will be used to collect damages and secure areas from destruction.**

17. Storage. The storage of recreational vehicles, quad-runners, utility trailers, and motorcycle trailers in the dorm area is not authorized. This policy is necessary for safe access by responding emergency vehicles and the safety of dorm neighbors.

I understand it is my responsibility to contact the Traffic Management Office (TMO) in person to arrange for the movement of household goods at government expense prior to the movement of such goods. I understand that it is my responsibility to provide my dorm manager with a minimum of 30 days advance notice of departure from the base and intent to terminate quarters for any reason.

I certify that I am in receipt of 90 SWI 32-9, and I understand the conditions contained herein.

PRINTED FULL NAME (Last, First, MI)

SIGNATURE/RANK

UNACCOMPANIED HOUSING REP SIGNATURE

ROOM

DATE